

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JANUARY 13, 2021 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

**COMMISSION:** Paul Segura (Chairman), Paul A. Guilbeau, Sr. (Vice – Chairman), John Hebert (Secretary/Treasurer), Lynn Guidry, Samuel Pierre, Patrick Edmond, Terry Hurd

**ABSENT:** None

**ADMINISTRATIVE STAFF:** Steven L. Picou (Executive Director), Stephen Oats (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), Ashley Simon ( Environmental Compliance Officer), Ryan Celestine, John Raedle (Security Coordinator), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Tim Murray (CBRE|Heery), Frank Malagarie, Robert Callahan (Sides and Associates), Paula Serrett (CBRE|Heery), Adam Thibodeaux (DSA), Chris Groh (CBRE|Heery), Shelby Stach (CBRE|Heery), Michael Mondragon (RS&H), Travis Priour (Lemoine-Manhattan), Mark Stielper (MBSB), George Groh (CBRE|Heery), Rodney Bishop (RS&H), Courtney Reynolds (NBCC), R. Keith Broussard (KCB Capital Management), Raymond Murray (American/Envoy), Nic Walts (The Picard Group), Lauren Fitts (Junior Achievement of Acadiana), Destin Ortego (Junior Achievement of Acadiana).

**I. CALL TO ORDER: ( 5 : 30 : 00 )**

**II. INTRODUCTION/ROLL CALL**

**III. PLEDGE OF ALLEGIANCE-** Led by Chairman Paul Segura and recited by all.

**IV. APPROVAL of the Regular LAC Commission Meeting of December 9, 2020.**

Executive Director Picou stated the minutes were not in the agenda packet due to vacations and illnesses. The minutes will be available at the February meeting. Chairman Segura stated the minutes would be deferred to the next meeting.

**V. Chairman's Comments**

- a. **Announcement of 2020 Committees** – Chairman Segura stated he left the committee assignments in his vehicle and would get them to the Commission and announce committees at the next meeting.

**VI. EXECUTIVE DIRECTOR'S REPORT:**

1. Recognition of LAC Staff and Commissioner's January Birthdays

Broutin Sherill – RS&H – 1/2

Stephen Oats – Legal Counsel – 1/4

Jamie Pridgen – Maintenance Worker – 1/21

Brad Kutchins – Kutchins & Groh – 1/28

Giles Menard – Operations Manager – 1/30

Executive Director Picou asked Chairman Segura if Mr. Nic Walts could speak with an announcement he had for the Commission.

Mr. Nic Walts, The Picard Group, thanked the Commission for allowing him to deviate from the agenda. Mr. Walts stated to go along with recognitions he had with him Ms. Lauren, staff person in Lafayette and Mr. Dusten, Board President of Junior Achievement of Lafayette. Mr. Walts stated every year recognition goes out to businesses in the eight parish region who have been instrumental in the

community. Mr. Walts stated Chairman Segura was one of the individuals to receive The Richard E. Boudoin, Jr. Award. Mr. Walts stated this award goes to an individual, who has had an indirect effect on the business community. Mr. Walts stated Chairman Segura is a successful business owner and outside of his business has dedicated time to both local and state boards. Mr. Segura has served on the State Mineral Board for seventeen years and the Lafayette Airport Commission since 2007, which four times was as Chairman. Mr. Segura has kept the airport up and running through numerous updates, interfacing with LED, Bell, and Kopter, and guided everyone through the process on the new terminal through his fruition in 2021. Mr. Walts stated while navigating the challenges the airport had in 2020 the Junior Achievement was glad to select Mr. Paul Segura as the award recipient with the award ceremony being in April. The audience applauded Chairman Segura on his recognition. Chairman Segura stated he was surprised and honored. Ms. Lauren Fitts, Junior Achievement Development Director and a third generation pilot, looked forward to getting to know Chairman Segura. Executive Director Picou congratulated Chairman Segura as well.

2. Open Position – Deputy Director– *Executive Director Picou stated the goal was to advertise the position in March 2021. The advertisement would be nationwide and the finalists would be brought to the Commission.*
3. Operations Specialist -Ryan Celestine – *Executive Director Picou stated Mr. Celestine had been with the airport for four weeks and is a native of Dallas, Texas. Mr. Celestine graduated from Delta State University with a Bachelor’s Degree in Commercial Aviation Management. The hiring of Mr. Celestine moves airport operations to a full complement of staff; there are no open positions in Operations.*
4. TSA Checkpoint Design – New Terminal – *Approved Executive Director stated Mr. John Raedle, Security Coordinator, was instrumental in getting the TSA Checkpoint Design for the new terminal approved by TSA.*
5. New Phone System Operational- *Executive Director Picou stated the new phone system is operational and Mr. John Raedle was instrumental in the cost savings associated with the switch over and the new phone system provider will not relocate to the new terminal. Executive Director Picou stated the new terminal phone system would be provided by COX Communications.*

Executive Director Picou stated after a discussion with legal counsel if ok with the Commission going further the automatic renewals could be moved to reports instead of under Director’s Report. Mr. Oats, Legal Counsel, stated the renewals are usually minor updates and no real action is needed unless they are in default.

Executive Director Picou gave recognition to Mrs. Ashley Simon, Environmental Compliance Officer, for the airport’s MS4 (General Permit for Discharge for Municipal Separate Storm Sewer System) report having no deficiencies with the LEDQ.

Executive Director Picou pointed out a bar graph showing Passenger Activity 2019 compared to 2020. The bar graph shows total monthly passengers and the numbers are increasing.

Executive Director Picou stated Legal had an answer to Commission Guidry’s earlier question. Mr. Oats, Legal Counsel, stated Commissioner Guidry questioned the statute of the Governor’s order; where the Governor’s re- issuance of Executive order issued still stated for airports to require mask wearing in the public building. Mr. Oats, stated if the airport would not enforce mask wearing the airport could be in subject to citation. Mr. Oats stated if an individual refuses to wear a mask then it would become a law enforcement issue. Commissioner Guidry asked if an individual is asked to wear a mask by airport staff and they refuse are they allowed to stay. Mr. Oats stated the individual is not allowed to stay as it is considered trespassing. Executive Director Picou stated TSA does not require a mask and if the individual does not have baggage, they don’t visit the airline counter, which tells everyone to wear a mask. Commissioner Guidry was concerned about the signage not being large enough at the doors for an individual that may have forgotten their mask in their vehicle. Chairman Segura and Executive Director Picou stated there are larger poster board size signs both downstairs and upstairs visible to all passengers about mask being required.

Commissioner Guidry asked about

6. Automatic Renewals:
  - Sugarland Exterminating Co. – 224 Tower Drive Airport Rescue Fire Fighting (ARFF) Termite Plan – (2/1/21 – 1/31/22). Contract amount is \$190.00 annually.
  - Central Auction House (CAH) – Electronic Bidding Contract – The agreement with CAH provides assistance with electronic bidding services by providing access to proprietary software for compliance with Act 590. The agreement will automatically renew on 2/4/21 – 2/3/22. There is no charge to LAC.
7. Financials – *Executive Director Picou stated the December financials were in the Commissioners’ packets.*
8. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in December there were 23,986 passengers. Mr. Callahan stated December marked the eighth straight month on increased passengers. Mr. Callahan stated from January – December of 2019, 239,534 passengers utilized the airport. Mr. Callahan stated there were 290,967 passengers down from 2019’s record year. Mr. Callahan stated the load factors remained low with American at 70.9%, United at 65.5%, and Delta at 48.8%. For the year, enplaned cargo was 8,455,772 and deplaned cargo was 18,094,212 for a total of 26,549,984. Mr. Callahan provided a list of the top 25 destinations out of LFT for 2020 and the top 5 were Las Vegas, NV, Denver, CO, Orlando, FL, Dallas, TX, and Los Angeles, CA. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,349. January’s prize drawing had 20 winners out of 139 entries. A list of winners was in the Commissioners’ Packets.*

**VII. Scheduled Business - Discussion Items**

**VIII. Scheduled Business – Consensus Items**

1. Environmental Compliance Policy Development – Work Order #94 – RS&H – Approval
2. Memorandum of Understanding (GOHSEP/Hurricane Laura – FEMA-DR4559) – Approval  
 Commissioner Guidry asked for a bit more information on this item GOHSEP is the Governor’s Office of Homeland Security and Emergency Preparedness. Commissioner Guidry asked what is the item for and what was the Commission approving. Mrs. Cotton stated before the funds could be released the document had to be signed to state the money sent would be used for the specific disaster referenced.
3. Fourth Amendment to Lease (Hertz Corporation, Avis/Zipcar and Avis/Budget Group) – Approval
4. Month – to – Month Status (EAN Holdings, LLC for Enterprise and Alamo/National) – Approval  
 Executive Director Picou stated since the agenda was printed EAN has signed the same agreement as approved in item 3. Executive Director Picou stated there would be a substitution. Chairman Segura stated the renewal agreement could be substituted. Commissioner Pierre asked if EAN had a change of heart. Executive Director Picou stated they did have a change of heart and they wanted to negotiate the Minimal Annual Guarantee, but that is not in the best interest of the airport at this time with passenger counts rising.
5. Hertz Corporation Bankruptcy Request for Lease Extension – Ratify Chairman’s Action – Approval
6. Encore FBO, LLC – Assignment of Agreement to Signature Flight Support, LLC – Approval
7. Taxiway Foxtrot Phase II Enabling/Juliet Resident Project Representative Services – Task Order #33 – CBRE|Heery – Approval
8. Taxiway Foxtrot Phase II Enabling/Juliet Grant and DBE Management Support Services – Task Order #35 – CBRE|Heery – Approval
9. Facility Planning and Control (FP&C) – Package 1 Audio Visual – Change Order #3 – E.P. Breaux – Approval
10. Lafayette Airport 2021 Miscellaneous Engineering – Work Order #100 – RS&H – Approval  
 Commissioner Guidry stated this was an opportunity for local firms to be considered for the work and why was the work going to a national firm. Executive Director Picou stated RS&H was selected as the airport’s Architectural and Engineering Firm by the Commission and per the agreement(s) RS&H assist

with anything that is not anticipated. Commissioner Guidry asked when RS&H was selected the agreement was to do all of the architectural work for x number of years. Executive Director Picou stated RS&H was selected to do all the work for five years. Chairman Segura stated in the past there were several firms doing work for the airport and with having one engineering firm there was a better way to go to one firm for any issues. Executive Director Picou stated the agreement has helped streamline contracts and documents that need signatures. Commissioner Guilbeau stated at the time a new terminal design was being discussed and no local firms had expertise in terminal design and that was a factor. Executive Director Picou stated there are some local firms that do work with RS&H.

11. New Terminal Program Project 6 – Phase 7B – Partial Substantial Completion – Lemoine-Manhattan, JV - Approval

RESOLUTION - #2020-1-R1-01 – Scheduled Business - Consensus Item(s) Substituted Item EAN Holdings, LLC:

MOTION: Commissioner Guidry moved to amend Consensus Items 4 to coincide with the same lease agreement as the other companies. The motion was seconded by Commissioner Pierre and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Edmond, Hurd

NAYS: None

ABSENT: None

MOTION CARRIES

RESOLUTION - #2020-1-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Edmond moved to accept Consensus Items 1 through 11. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Edmond, Hurd

NAYS: None

ABSENT: None

MOTION CARRIES

## **IX. Reports**

1. DBE Program Report –*Mrs. Cotton, DBELO, reported the new terminal project summary report was sent to all the Commissioners via email. Mrs. Cotton reported as of November’s verified documentation Lemoine’s commitment goal was at 8.66%, which is above the terminal goal of 8.30%. Mrs. Cotton reported the current DBE Attainment based on reported verified payments was 14.16%. Mrs. Cotton reported there were two upcoming projects they would have SBE goals. Mrs. Cotton stated the Request for Proposals for Tree Removal and Trimming Services for 4R/22L had a SBE goal of 4.40%. A Request for Proposals for Terminal Advertising was waiting for the SBE goal. Mrs. Cotton reported both projects should be out for advertisement the first week of February.*

Public Comment/Blue Card:

Mr. Ralph Broussard, KCB Capital Management, stated back in July 2020 he requested the DBE reports be added to the airport’s website. Mr. Broussard stated in July 2020 Commissioner Pierre asked the airport’s attorney to get with Mr. Broussard on this and there was no communication. Mr. Broussard stated he was ignored. Mr. Broussard stated in August 2020 he requested a meeting to know the proper procedure on how to handle this and he stated he was told to send in your questions before they would meet. Mr. Broussard stated he responded with a letter dated October 13, 2020 to the Lafayette Airport Commission. Mr. Broussard proceeded to read the contents of the letter and Chairman Segura asked for him to wrap up his intention as his speaking time limit was at an end. Mr. Broussard asked for a longer amount of time. Mr. Broussard asked the Commission to make a decision on putting the DBE reports on the website or go along with the staff stating the reports would not be posted on the airport’s website. Chairman Segura stated he knew what Mr. Broussard asked for before. Chairman Segura stated back at the July

2020 meeting the request was discussed and included more than just Commissioner Pierre, Commissioner Edmond, and others. Chairman Segura stated correct him if wrong, but one is merely a FAA report and the other is called a report but it is a discussion of the verbal report Mrs. Cotton gives the Commission. Chairman Segura stated the other report does include some proprietary information. Chairman Segura stated Mr. Broussard asked for this request before and then asked again and then requested a meeting to talk about it again. Mr. Oats, Legal Counsel, stated the issue was off track and referred to the FAA investigated the issue of the prompt payment report and what best practices were. Mr. Oats stated the airport was not putting the reports on the website because not everyone was doing it, but the FAA recommended it was not best practice. Mr. Oats stated the airport did not have anyone reporting they were not getting paid by the sub or prime contractor. Mr. Oats stated the report could be put on the website, but there would be an expense of having someone professional monthly to look at the report and excerpt the confidential information before having the report posted. Mr. Oats stated anyone could request the report and then it would be one time someone would have to look at the report and remove the confidential information. Mr. Oats stated if the Commission wanted to adopt for staff to redact information from the report to post on the website they could do so. Mr. Oats stated it was not just a couple of people stating the report couldn't be posted on the airport's website. Mr. Oats stated no one ignored Mr. Broussard's request. Mr. Oats referenced the Title VI complaint by Mr. Broussard, which stated the complaints were based on race. Mr. Oats stated the airport had answered Mr. Broussard and met with him several times. Mr. Broussard Mr. Oats stated Mr. Broussard has helped the airport implement some things that helped the airport. Mr. Oats stated staff could limit the contact with Mr. Broussard based on the number of requests. Mr. Oats stated the airport had answered Mr. Broussard many times. Mr. Oats stated Mr. Broussard from what was said so far has taken several snippets of conversations and misstated them. Chairman Segura stated the Commission answered Mr. Broussard at the very same meeting the request was asked for that was in the letter referenced. Chairman Segura stated the Commission made the decision to not put the items on the website. Mr. Broussard stated no decision was made and Chairman Segura stated it was presented and discussed. Mr. Oats stated if any Commissioner wanted to change the way things were handle the item could be brought up and a motion could be made. Mr. Oats stated in a meeting when an item is discussed and not voted on with a motion does not mean the item was not dealt with. Mr. Oats stated Mr. Broussard has given valuable input that has helped the airport. Mr. Oats stated the request could be submitted again. Mr. Broussard stated he could request the prompt payment report and put it on the internet. Mr. Broussard asked what was the difference in the airport putting the report on the website/internet verses him putting it there. Mr. Oats stated the report requested would have the confidential information redacted by staff and legal and therefore, not violate anyone's personal information. Mr. Oats stated the airport has not had any complaints of nonpayment. Mr. Broussard asked if he had a contract with the airport if he would complain he wouldn't get payment. Mr. Broussard stated the prompt payment report does not include confidential information and stated it shows if the contractor was paid in a timely manner. Chairman Segura stated the Commission would not argue with Mr. Broussard and the Commission gave more time for Mr. Broussard to address the Commission. Chairman Segura stated the Commission addressed the request months ago and now it was discussed again. Chairman Segura stated the Commission talked about why it was not a good idea to put the report on the airport's website and the report can be requested at any time. Chairman Segura stated Mr. Broussard has made accusations of people would not complain of not getting paid, but there have been some that have told the airport about nonpayment. Chairman Segura stated the airport's attorney addressed Mr. Broussard and again, Mr. Broussard could request information anytime. Chairman Segura stated to go on and continue to have Mr. Broussard berate the Commission. Chairman Segura and Mr. Broussard went back and forth on the behavior of Mr. Broussard over the time limit for speaking and addressing the Commission. Mr. Oats stated it would be best to adjourn the meeting and Mr. Broussard stated he would attend the next meeting. Chairman Segura addressed Mr. Broussard and stated when he would attend meetings to show respect to the

Commission that they give to him. Mr. Broussard stated the LAC has called him a nuisance and he has been ignored. Chairman Segura stated the behavior shown was not appreciated by anyone.

1. Terminal Program Report –Ms. Shelby Stach, CBRE/Heery, gave a presentation on the terminal program. Mr. Chris Groh, Kutchins & Groh/CBRE/Heery, gave the presentation on the terminal funding. Mr. Groh stated almost all of the airport's funding applications have been approved, accepted, and funded. Mr. Groh stated that with DOTD there was no update. Mr. Groh stated FP&C provided updates and arranged receipt of funding. Mr. Groh stated with EDA the airport is working with Acadiana Planning Commission on report information. Mr. Groh showed a bar graph showing the green for outstanding funding and one piece of paper is waited on from FP&C Capital Outlay from Bond Commission. Mr. Groh stated the funding bar graph shows money coming in and it is being spent towards the terminal building. Mr. Groh stated any elected official can be told thank you and the terminal funding is being used towards the project. Ms. Stach gave an update on the work completed on the airport property. Ms. Stach stated there were no changes. Ms. Stach showed pictures of the outside and inside of the terminal. Ms. Stach showed top view, parking areas, and the front view of the terminal. Ms. Stach showed the areas for the LAC admin and the rotunda area. Ms. Stach stated the Project 4 Airside Improvements were demoed and started excavation. Ms. Stach stated project 6 civil landside showed the drop off lane and several canopies. Ms. Stach gave an update on the FP&C packages that were on schedule for work with construction or pre-construction. Ms. Stach stated FP&C packages in Group 2 parking lot canopies should wrap up in March and the signange has a lot of coordination going on. . Ms. Stach stated package 7 will be bid in February 2021.
2. LFT Airport Monthly Fiscal Review (December) — Report available on airport website [www.lftairport.com](http://www.lftairport.com). Executive Director Picou stated Fiscal Review is in the Commissioners' packets for their review.

**X. Other Business:** None

**XI. Adjourn** (6:33:00)

RESOLUTION - #2020-1-R1-03 – Adjourn

MOTION: Commissioner Guilbeau made a motion to Adjourn. The motion was seconded by Commissioner Edmond and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Edmond, Hurd

NAYS: None

ABSENT: None

MOTION CARRIES

**A recorded copy of the Minutes of the Regular Meeting can be obtained by contacting the Lafayette Airport Commission, 222 Jet Ranger X Drive, Lafayette, LA 70508. 337.266.4401.**